

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Post Office Name]
[Post Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Post Office Name], as advertised [where you found the job listing]. I believe my skills and experience align well with the requirements of the role.

In my previous position at [Your Previous Job], I [describe relevant experience and skills]. This experience has equipped me with the ability to [mention any key responsibilities or achievements relevant to the post office role].

I am particularly drawn to this position because [mention what you find appealing about the role or organization]. I am eager to contribute to your team and help provide excellent service to the community.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]